

**BY ORDER OF THE COMMANDER
SPACE AND MISSILE SYSTEMS
CENTER**

**SPACE AND MISSILE SYSTEMS CENTER
INSTRUCTION 65-103**

1 SEPTEMBER 2015

Financial Management

**COMPREHENSIVE COST AND
REQUIREMENT (CCAR) SYSTEM**



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This Instruction establishes policies and procedures for controlling all actions, which may financially encumber the Space and Missile Systems Center (SMC). This instruction applies to all DoD personnel assigned to SMC, to include Geographically Separated Units (GSUs) within the SMC portfolio, all contractor personnel supporting SMC, or to any other person involved in the development, review, approval or revision of a CCaR record within the SMC consolidated database. In the event of conflict of policy between provisions in this instruction and higher-level Air Force Space Command (AFSPC), or Air Force (USAF) directive policy guidance, Higher Headquarters policy will take precedence. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field to the base publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Updated mandatory compliance of instruction to include Geographically Separated Units (GSUs) within the SMC portfolio (Intro). Removed waiver request process (Intro). Changed wording from "CCaR users should strive to ensure" to "CCaR users must ensure" (1.1). Updated purpose of CCaR to include system interfaces between CCaR and SMART/Executive CCaR (1.2).

Added table of primary systems that interface with CCaR (Table 1.1). Changed all references of System Program Director (SPD) to Program Director. Updated Roles and Responsibilities of Program Director, CCaR Administrator, Program Manager, CCaR OPR (Project Officer), Budget Chief, Budget Lead, Budget Analyst, Cost Chief, Cost Analyst and PCO (2.1). Added emphasis on Program Manager responsibilities to include reviewing overdue, pending and disapproved CCaR records, maintaining the Program Tool, and establishing a Baseline for new fiscal year (Table 2.2). Changed all references of Budget Analyst to Budget Analyst/Resource Advisor. Added policy to update all CCaR requirement amounts in the working copy CCaR record and release for coordination and approval (3.2). Changed Business Rules wording from “cannot exceed the Approved budget amount” to “cannot exceed the Authorized budget amount” (3.5.1). Updated Approved Budget and Authorized Budget definitions to include 3400 funding (3.5.3, 3.5.4). Changed Suggested Plan wording from “updated on a monthly basis” to “updated on an as needed basis” (3.6.1). Added “CV approval” to Baseline Plan (3.6.2). Removed MIPRs paragraph from Contracts chapter (4.3). Updated Reconciliation Purpose to include Travel Recon (5.1). Changed Chapter 6 title from “System Metrics and Reporting Tool (SMART)/CCaR Interface” to “Program Tool SMART/Executive CCaR Interfaces”. Added numerous features to the Program Tool to include Cost Initiatives, Budget Submissions, Program Cost Estimates, Acquisition Program Baseline, Description, Impact, Requirement Source, Assessments, Issues, Risks, Accomplishments, Characteristics, Milestones and Funding Sources (6.1, 6.2, Table 6.1). Moved “Other Procedures” chapter from Chapter 7 to Chapter 9, to include two new chapters. Moved Attachment 6 “Reports” to Chapter 7 “Reporting”, to include purpose of numerous CCaR reports, Features and Business Management Review Charts (7.1, 7.2). Moved Attachment 3 “Coordination Authorities and Their Responsibilities” and Attachment 5 “SMC CCaR Coordination Cycles” to Chapter 8, and re-named it to “Coordination Authorities, Cycles and Workflows”. Updated responsibilities of all CCaR authorities (8.1). Added ABSS verbiage to Coordination Cycles to highlight that funding document coordination cycles are defined in ABSS and questions regarding ABSS should be directed to the ABSS Module Manager (8.2). Updated CCaR Coordination Cycles to distinguish Contract-Initial from Non-Contract-Initial Cycles (8.2.1, 8.2.2). Added CCaR Cycles: Updates (Material in Nature) and Updates/Administrative Only (8.2.3, 8.2.4). Updated CCaR Access Requirements to include Supervisor and Information Owner responsibilities, contractor DD2875 expiration dates, and CCaR Administrator requirement of uploading a copy of the DD2875 to CCaR user profile (9.2). Added new mandatory training for new users: Project Officer Training, Budget Analyst Training and Resource Advisor Training (9.3). Added policy for CCaR Administrators to be notified when a user out-processes from organization so CCaR OPRs can be updated (9.4). Updated Attachment 1 “Glossary of References and Supporting Information” to include all supporting regulatory guidance applicable to this instruction. Removed Attachment 2 “CCaR Record Information Guide”. Removed Attachment 4 “General Coordination Process Flow”.

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Chapter 1

POLICY

1.1. Overview. All known requirements and associated costs will be captured and tracked in a comprehensive database. This database will provide life-cycle information on each requirement and will provide an archiving capability for historical purposes. Exploitation of automation technology will ensure efficient management of financial resources committed to the acquisition, analysis and support of Center requirements. The CCaR database is the SMC system of record for requirements validation. CCaR will be used to document, manage and report all SMC requirements including duration, cost, basis of estimate, period of performance, funding type, funding amount and financial execution status. It will provide key information for use in activities associated with the annual budget cycle, to include programming inputs such as the Program Objective Memorandum (POM) and budget cut drills. CCaR is an Air Force mandated tool that provides information for SMC decision makers and external stakeholders. CCaR users must ensure that the system always contains current and accurate information regarding funding requirements for all SMC efforts.

1.2. Primary Purpose of CCaR. The primary purpose for use of CCaR at SMC is to document program and financial requirement(s) to be executed by the Center, and track financial execution of appropriated funds. The CCaR record will be used as the requirements description document to support the request and authorization to incur a government liability (i.e., to execute program funds). A thoroughly documented requirement is generally approved within CCaR prior to Request for Proposal (RFP) release or contract negotiations. A thoroughly documented requirement must be approved within CCaR prior to commitment of appropriated funds. CCaR interfaces with the System Metric and Reporting Tool (SMART) to send financial data to be used in acquisition reporting. CCaR also interfaces with Executive CCaR, to display both financial and programmatic data to higher headquarters; therefore it is important to ensure that both financial and programmatic data is current and accurate at all times.

1.3. Additional Policy and Guidance. See [Attachment 1](#)

1.4. SMC CCaR Interfaces. For questions regarding specific policy for each of the interfaces below contact the local POC:

Table 1.1. CCaR Interfaces

ABSS
GAFS/BQ
SMART
Executive CCaR
ConData
CBIS

Chapter 2

CCaR DEFINITIONS AND RESPONSIBILITIES

2.1. Roles and Responsibilities.

2.1.1. Program Director and Deputy Responsibilities. The Program Director and the Deputy are responsible for providing leadership to ensure the members of the organization utilize the CCaR process to manage the overall program requirements and appropriated funds. The Program Director will review and approve all New Start Validation Forms. (The guidance for New Start Validation Form completion are found in AFI 65-601V1, Congressional New Start Notification Procedures and AFI 63-101 New Start Notification). The Program Director is also responsible for approving/disapproving all requirements. This responsibility can be delegated to the Deputy Program Director, Program Manager or Deputy Program Manager.

2.1.2. CCaR Administrator Responsibilities. The CCaR Administrator(s) is responsible for supporting the day-to-day operations of the CCaR database. Per the U.S. Air Force Web CCaRS Guidebook published by SAF/AQX “Administrative/supervisory rights are limited to an organization’s CCaRS Administrator/Business Analyst. CCaRS Administrator/Business Analysts are individuals deemed by AF leadership to maintain the integrity of their CCaRS database and are certified via formal CCaRS training. The AF CCaRS Government Representative will review all supervisory accounts to ensure internal controls are maintained”. Formal training can only be provided by Integrated Data Services, Inc. Responsibilities include the following:

Table 2.1. CCaR Administrator Responsibilities

Support day-to-day operations of the CCaR database for the assigned office
Resolve user issues
Provide users training
Coordinate system improvements
Maintain the functional database
Create and maintain user accounts
Assist OPRs with requirement updates
Send reports for users review and action
Business process improvement
Present CCaR updates and issues during staff meetings
Maintain CCaR Checklist
Ensure user account information is updated (phone, email, rank, etc)
Ensure user account privileges accurately reflect users roles and responsibilities
Other support as required

2.1.3. Program Manager (PM) Responsibilities. The PM is responsible to the Program Director for management of all the efforts within their program. This individual is responsible for the following:

Table 2.2. PM Responsibilities

Ensures the description adequately describes the work to be performed and that the work should be performed under their particular program.

The PM also ensures the correct OPR is identified for the requirement and that the work is not duplicated in another effort and continuity is maintained.

Attend all CCaR related Business/Financial Management Reviews.

Review overdue, pending and disapproved CCaR records to ensure corrective action is taken to complete the coordination process.

Maintain program information within the CCaR Program Tool.

Establish Baseline for new fiscal year. Work with Budget Analyst and Contracting Officer to input Obligation and Expenditure Plans and updates, or delegate to the appropriate POC.

2.1.4. CCaR OPR (Project Officer) Responsibilities. The Project Officer/OPR is the primary person assigned to manage a requirement from identification to completion. CCaR does allow for additional users to be added to a record as Backup OPRs. These users have the same privileges as the Primary OPR in viewing and revising the record. The OPR must assign the Backup OPRs. When out-processing, the OPR must have a replacement to ensure the transfer of accountability is in place. This individual is responsible for the following actions on each requirement they own:

Table 2.3. CCaR OPR Responsibilities

Create the CCaR record and ensure the general information on the CCaR record follows the prescribed guidelines
Manage and update a CCaR Record
Coordinate with Budget Analyst and Contracting Officer to ensure realistic obligation and expenditure timelines are obtainable and then documented in CCaR
Maintain the CCaR record throughout the life span of the project/requirement
Coordinate with the Cost Estimating POC/Team to ensure a valid Basis of Estimate is entered and current
Coordinate with the Budget Analyst to ensure correct appropriation and budget is identified and funding secured
Make any necessary changes to the entire CCaR record to ensure it is current, accurate and complete
Coordinate with the Budget Analyst to ensure New Start Validation Forms are prepared
Utilize CCaR reports and tools to display programmatic data

2.1.5. CCaR General Account Holder Responsibilities. An individual with access to create or revise a CCaR record (e.g. OPR) or view other data. Certain system coordination authorities and budget privileges are granted to specified account holders based on defined organizational responsibilities (with exception of Read-Only access).

2.1.6. Program Control Chief (PCC) Responsibilities. The PCC is responsible for establishing and maintaining the CCaR system as an integral part of the organization's business process. This individual is responsible for the following:

Table 2.4. PCC Responsibilities

Ensure appropriate responsibilities to personnel within their organization are assigned.
Approve the CCaR Administrator.
In conjunction with the Program Director, review and approve all New Start Validation Forms. This action cannot be delegated.

2.1.7. Budget Chief Responsibilities. The Budget Chief oversees all Budget related responsibilities including execution of all appropriated funds. This individual is responsible for the following:

Table 2.5. Budget Chief Responsibilities

Review program and financial data in the individual CCaRs and recommend changes and revisions as required.

Ensure financial data is of the highest quality.

Ensure all New Start Validation Forms are completed and signed before any funds are committed.

Review of Business Management Review charts and other financial reports to ensure accurate data delivery to PEO PMR, SPR/IBR, etc.

2.1.8. Budget Lead Responsibilities. The Budget Lead oversees all Budget Analyst responsibilities. This individual is responsible for the following:

Table 2.6. Budget Lead Responsibilities

Validate all financial data is correct and ensure the appropriate personnel have been identified to approve the effort

Responsible for approving funding documents submitted before they are certified.

Coordinate on CCaR Requirements to verify the accuracy of the financial information

Ensure necessary New Start Packages are prepared before executing appropriated dollars at the beginning of the fiscal year

Maintain and allocate Approved and Authorized funding for each assigned budget

Work with Budget Analyst to determine which contracts should be tracked within the Contract Management Functional Area

2.1.9. **Budget Analyst/Resource Advisor Responsibilities.** The individual assigned to ensure proper financial structure of each CCaR to include proper funding type, fiscal year and a cost estimate. This individual is responsible for the following:

Table 2.7. Budget Analyst/Resource Advisor Responsibilities

Coordinate with Budget Lead to maintain and allocate Approved and Authorized funding for each assigned budget and each associated CCaR record/requirement
Maintain CCaR Record forecasting data in conjunction with the CCaR OPR
Create funding documents and other required documentation
Review/Approve Funding Document Request Forms if used to initiate a funding document in the organization
Update CCaR Record execution information to maintain accuracy
Balance CCaR internal position data with DFAS position data through weekly reconciliation in the C/O/E and Travel Reconciliation tools
Ensure funding complies with higher headquarters financial guidance, statutes, laws, and regulations with respect to funds propriety, bona fide need, and Anti-Deficiency Act (ADA)
Create Business Management Reviews and utilize other CCaR Reports and Tools to display financial data
Review contract modifications in the Contract Management Functional Area
Create and manage accounting addresses in the Accounting Address List
Create Target Load Sheets
Resource Advisors must complete annual Resource Advisor training

2.1.10. Cost Chief Responsibilities. The Cost Chief oversees all Cost related responsibilities including execution of all cost estimates. This individual is responsible for the following:

Table 2.8. Cost Chief Responsibilities

Review cost estimates to ensure validity, accuracy and documentation of estimates for each requirement
Provide expert advice to develop or amend a BOE and recommend changes and revisions as required
Ensure cost estimates are of the highest quality
Oversee entry of applicable Program Cost Estimates, Cost Initiatives and Should Cost Publishing

2.1.11. Cost Analyst Responsibilities. The Cost Analysts ensures the validity and accuracy of cost estimates for each requirement. This individual is responsible for the following:

Table 2.9. Cost Analyst Responsibilities

Work in coordination with the Project Officer to ensure proper documentation of estimates for each requirement
Provide expert advice to develop or amend a Basis of Estimate (BOE)
Ensure cost estimates are of the highest quality
Work in coordination with Project Officer to complete applicable Program Cost Estimates, Cost Initiatives and Should Cost Publishing

2.1.12. PCO Responsibilities. The PCO is responsible for executing contracting actions for the organization. This individual is responsible for the following:

Table 2.10. PCO Responsibilities

Obtain CCaR training and maintain a CCaR account
Ensure planned actions (obligation forecasts) are achievable and consistent with the contracting workload and obligation plan
Coordinate on all documents within CCaR that need PCO approval
Inform other functionals of potential changes to contractual actions

2.1.13. Other. Additional coordination defined by OPR. Person selected as Other for a CCaR coordination should consult with the OPR to determine their specific required actions.

Chapter 3

THE CCAR PROCESS

3.1. Requirement Definition. An item or a service requiring an outlay of government funds, that when validated, developed, and delivered, meets a specific need within the organization's mission.

3.2. CCaR Record/Requirement Creation. The CCaR process is an automated series of steps which takes a program requirement from cradle to grave. The PM determines the need for a new program requirement and assigns an OPR to research and develop the requirement as a new CCaR record. The OPR should thoroughly document the requirement being requested for validation and approval. The CCaR Record/Requirement amount should only be updated in the working copy of the CCaR record and released for coordination and approval. Adjusting requirements in the Budget Authority Editor is not sufficient to maintain adequate control and documentation of requirements.

3.3. CCaR Coordination Process. There are multiple coordination cycles within CCaR as well as predetermined coordination authorities associated with each cycle. Coordination cycles are electronic workflow in CCaR that define the users who must coordinate/approve on each item.

3.3.1. Coordination Authorities. A coordination authority represents a specific role assigned to each user with functional responsibility for certain aspects of the acquisition process. Coordination approval by these authorities represents an electronic signature equivalent to a signature on paper.

3.3.2. Responsibilities of the Coordination Authorities. Each Coordination Authority has a specific responsibility when reviewing and coordinating on an In-Process record. These authority responsibilities are generally the same for all of the coordination cycles, but there are slight variances between the initial release and the remaining revision cycles. When the Coordination Authority receives the e-mail notification for coordination action, it should also indicate their review responsibilities. Chapter 8 identifies specific responsibilities for each authority when coordinating.

3.3.3. Coordination Disposition. Each Coordination Authority will have the following three options:

3.3.3.1. Approved. Coordination authority approves the CCaR record in accordance with their assigned responsibilities. By clicking on the Approved button, CCaR automatically sends an e-mail to the next authority in the coordination flow (unless there is an authority coordinating in parallel in the flow). It should be noted that authorities must enter any comments prior to coordination as they will not be able to enter coordination comments afterward. The OPR will receive an e-mail indicating that comments have been made in the coordination cycle. The OPR has a choice to respond to comments by clicking on the OPR button in the In-Process copy and typing in the comment section.

3.3.3.2. Disapproved. Coordination authority disapproves the requirement or change in requirement altogether. The reason for disapproval should be typed in the comment

section to indicate to the OPR the problem area(s). A disapproved CCaR record may be re-submitted for coordination.

3.3.3.3. Pending. Coordination authority requires a specific issue or issues resolved before approving the record. Once again, the authority should indicate the issue(s) in the comment section. The OPR must respond to the comment in full in order to resolve the issue. If the coordination authority is satisfied with the OPR's response, they can change their coordination status to Approved. If the coordination authority's comments require a change to the In-Process copy, the OPR must un-release it from coordination and make the change(s) in the Working Copy and release for coordination.

3.4. Approval. Once the final authority coordinates, the requirement is officially approved and considered a valid requirement. The record appears as an Approved copy in the CCaR record and is assigned a CCaR number.

3.5. Budgeting. Once a CCaR record is approved the Budget Analyst maintains and allocates the appropriate Approved and Authorized funding for each requirement.

3.5.1. Business Rules. Business rules are the values of each budget to prevent over-execution of funding. For any CCaR requirement, documents created to fund a specific fiscal year cannot exceed the Authorized budget amount. If the budget analyst attempts to create a document that makes the total commitment greater than the Authorized budget amount, the system will indicate the error and not allow the change. Therefore, if an OPR requests funding exceeding the Authorized budget amount, the Budget Analyst will be unable to create a document for that amount. It is imperative the OPR requests additional funding through the coordination cycle in order to have the increased funds approved for the requirement.

3.5.2. Allocation. Once a requirement is approved and assigned a funding status, funds are allocated to the requirement.

3.5.3. Approved Budget. Funding that has been approved for the requirement for all fiscal years. The approved budget should be equal to the program's congressional budget approval. The approved budget is the same as the annual budget when referring to 3400 funding.

3.5.4. Authorized Budget. Funding that has been released for the requirement for active fiscal years. The authorized budget should be equal to the funds that have been received, and which have been loaded into the Air Force accounting systems. The authorized budget is the same as the quarterly budget when referring to 3400 funding.

3.6. Forecasting. A forecast is a projection of program activity over future periods and events. Event-driven commitments, obligations, and expenditure forecasts are required. There are three different types of plans in CCaR that should be maintained.

3.6.1. Suggested Plan. The Project Officer (OPR) establishes the Suggested Forecast and it is approved by the Program Manager. This is the commitment, obligation, or expenditure plan intended to be executed according to the approved programmatic schedule. The fiscal year plan for each requirement must then be coordinated reviewed and approved, which begins the planning for the Business Baseline Review. The suggested plan should be updated on an as needed basis for that particular requirement. This also lets the Budget Analyst know that the Current plan needs to be updated.

3.6.2. Baseline Plan. Used by the Budget Team in concert with the Project Officer at the beginning of the fiscal year to establish a target plan and must be approved by the Program Manager. The Baseline Plan is based on the Approved Budget. Although there may be exceptions (congressional adds/withdrawals, etc.) this plan is normally locked. The Baseline Plan can be updated during the Mid-year Execution Review (MER). Many organizations compare their baselines and current forecasts throughout the year. Baseline will be locked by an account holder with CCaR Supervisory privileges after PEO or CV approval.

3.6.3. Current Plan. Used by the Budget Team in concert with the Project Officer to track the most up-to-date plan and must be approved by the Program Manager. The Current Plan is based on the Approved Budget. This plan is fluid and will normally change throughout the life of the effort. This plan should be updated real-time and no less than monthly.

3.7. Funding Document Process. The Funding Document Request Form may be used by the CCaR OPR to create funding documents within the CCaR record. The OPR can specify the type of document, content of the document and any specific POCs associated with the document. The form can be created from the CCaR record and may be coordinated using a CCaR internal coordination cycle or be manually approved. Upon final approval of the document, the Budget Analyst may generate a funding document in one or more CCaR records using one or more fiscal years and budgets to fund the effort and submits to the Automated Business Services System (ABSS) for certification. The system also allows the program office to establish rules for the creation of funding documents as described below.

3.7.1. Document Creation. The Budget Analyst can create any of the follow funding documents/forms in CCaR:

Table 3.1. Document Creation

AF Form 185 – Project Order
AF Form 4009 – Government Purchase Card - Fund Cite Authorization
AF Form 406 – Miscellaneous Obligation/Reimbursement Document (MORD)
AF Form 9 – Request for Purchase
AF Form 9L – Letter of Change
AF Form 616 – Fund Cite Authorization (FCA) *Restricted use only
AFMC Form 36 – Purchase Request (PR) *Amendments only
AFMC Form 277 – Reimbursable Order (e.g. Aerospace) *Amendments only
DD Form 448 – Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2 – MIPR Acceptance

3.7.2. Document Submission/Certification. In order to have a commitment document certified for a requirement, the Budget Analyst electronically submits the form(s) to the Accounting and Finance System via ABSS. Only CCaR users that have ABSS accounts will be able to release funding documents for certification via CCaR. If the document is fully approved through the ABSS coordination cycle, CCaR will identify the document as CERTIFIED-ABSS and will calculate the amount as an official financial commitment for its corresponding appropriation.

3.8. Reconciliation. It is a vital part of CCaR to ensure transactions between CCaR and DFAS are balanced. Otherwise, the CCaR records will show either more money or less money was spent than authorized. Once the system has identified a problem it is up to the Budget Analyst to

perform an analysis and determine the cause and a course of corrective action. Reconciliation is accomplished through the Reconciliation and/or Contract Management Functional Areas.

3.9. Reporting and Business Charts. CCaR has several reports that are accessible to users and can be used for data collection, tracking, and analysis. CCaR will be used to generate Business Charts for Wing or Group reviews as well as the Spring Program Review/Investment Budget Review/Program Management Reviews. These are all important parts of the business management review process.

3.10. Requirement Updates/Contract Actions. Changes during a project's life cycle will prompt updates to the funding estimate and profile. Normally, the requirement remains constant but the estimate requires revision based on various factors. Adjusting requirements in the Budget Authority Editor is not sufficient to maintain adequate control and documentation of requirements.

3.11. Archival. The OPR can request archival of a CCaR record under their authority. Once a CCaR record is archived, the OPR support responsibilities end. A record can be archived if the following are true:

Table 3.2. Archival Eligibility

The period of performance and obligation of all funding in each fiscal year budgeted is complete.
The record is not In-Process for a coordination cycle. In-Process copy must be unreleased before archiving the record.
The requirement has been assigned a Dedicated funding status for all fiscal years

3.12. Deletion. The OPR can request a CCaR be deleted (by a user with supervisor privileges) if the record meets the following criteria:

Table 3.3. Deletion Eligibility

The record must not contain any execution data.
The record must not contain any forecasts.
The record must not contain any Approved Funding.
Once a CCaR record is deleted, it cannot be recovered.

Chapter 4

CONTRACTS

4.1. Purpose. The Contract Management Functional Area allows the PCO and the Budget Analyst to enter and keep track of the large contracts relating to their programs. An electronic version of the contract allows the PCO and the Budget Analyst to maintain CLIN, ACRN, overall contract value, effective dates, obligations and expenditure vouchers. All active prime contracts should be maintained here.

4.2. Features. The Contract Management Functional Area creates reports based on ACRN, CLIN, obligation and expenditure totals. The contract data is entered by indicating the Basic, each subsequent modification (P00000). To ensure accuracy of the data each modification increasing the value of a particular CLIN or ACRN carries the value of that CLIN or ACRN to date. This information should be used to validate all data has been entered to date and should correspond with the existing information in CCaR. Funding documents and the original requirement (CCaR) can be linked to the contract obligations and expenditures providing a complete execution picture.

Chapter 5

RECONCILIATION

5.1. Purpose. The Commitment/Obligation and Expenditure (COE) Reconciliation tool provides analysts with a tool allowing analysts to view both CCaR (internal) and DFAS data. Analysts are then able to use this tool to reconcile the data ensuring that the COE transactions are correct. The Travel Recon tool works in a similar manner, allowing analysts to reconcile travel orders and vouchers. The objective of the tools is to provide a comparative view of the transaction records between CCaR and DFAS accounting systems. Manual reconciliation should be done weekly. Failure to properly reconcile will result in the reporting of inaccurate information in CCaR reports and tools.

5.2. Features. Each day CCaR automatically pulls in the daily accounting system data and links DFAS transaction to their CCaR counterparts. While most transactions automatically link some must be manually linked.

Chapter 6

PROGRAM TOOL SMART/EXECUTIVE CCAR INTERFACES

6.1. Purpose. The Program Tool provides a central interface for organizing and presenting program information. The Program Tool also is used to create cost initiatives and publish should cost data sets, maintain Budget Submissions data, maintain Program Cost Estimate and maintain Acquisition Program Baseline data. The Program Tool is also used to send financial and/or programmatic data to both Executive CCaR and the System Metric and Reporting Tool (SMART). Currently all acquisition programs are required to use the automated interface between CCaR and SMART to populate Monthly Acquisition Review (MAR) financial data. Contact your CCaR Administrator to map your applicable programs to SMART. In order to ensure the highest level of accuracy of data sent to Executive CCaR and SMART reconciliation must be done prior to transmitting CCaR data. It is also imperative that your programs' Baseline forecasts are in CCaR and you have verified that the Budget Authority Editor and Requirements are correct.

6.2. Features. The following are features of the Program Tool:

Table 6.1. Features of the Program Tool

Allows organizations to track general information for the program such as the description, impact, and requirement source.
Organizations can track both Acquisition and Investment programs and financial and programmatic data to Executive CCaR and SMART.
Allows organizations to track programmatic data such as Assessments, Issues, Risks, Accomplishments, Characteristics and Milestones.
Funding Sources are created allowing the analyst to define the budget information for the program. The appropriate CCaR records are then mapped to the budgets.
Budget Submission may be created for each program allowing the analyst to track the amounts budgeted for each funding source by FY.
Program Cost Estimates may be created for each program allowing the program manager to document cost estimates at the appropriation level. Program Cost Estimate must be designated as the Will Cost Estimate in order to complete Should Cost Publishing.
Cost Initiatives can be created allowing the program manager to document program savings against the Program Cost Estimate and to complete Should Cost Publishing.
Acquisition Program Baseline (APB) data may be maintained.
Defense Acquisition Executive Summaries (DAES) data may be maintained.

Organizations can publish programmatic data to SMART, submit investment programs to the Investment Master List and Acquisition Master List for approval and publish data to Executive CCaR. Ensure data is sent to SMART by the 5th business day of the month.

Program Images/Logos can be added for each program.

Chapter 7

REPORTING

7.1. Purpose. Reports are based on several categories including multiple fiscal year reports, financial execution reports, funding document related reports and coordination reports. Most reports may be sorted, filtered and exported to Excel. Although many reports may contain similar data, their formats may differ. This may be necessary to offer a targeted emphasis intended for the many specific audiences that may be involved in managing and executing the requirement.

7.2. Features.

7.2.1. Multi-Org Reporting. Many reports are Multi-Org reports, allowing for reporting across multiple organizations the user has privileges to. The following Multi-Org privileges are available.

7.2.1.1. None. The user has no multi-org privileges.

7.2.1.2. User-Org. The user will be able to access multi-org reports for the orgs assigned to their account. The user can only access organizations assigned to their account.

7.2.1.3. User-Full. The user will be able to access multi-org reports for all orgs, even those NOT assigned to their account. The user will have full access only to organizations assigned to their account. This option is reserved for designation from SMC/FMA only.

7.2.1.4. Supervisor. The user will be able to access multi-org reports for all orgs, even those NOT assigned to their account. In addition the user can access all org data to include the Supervisor/Admin window in all orgs. This option is designated for SMC CCaR lead/alternate and appointed by SMC/FMA.

7.2.2. Business Management Review Charts. CCaR will be used to generate Business Charts for Directorate, Group and Board reviews as well as the Spring Program Review/Investment Budget Review/Program Management Reviews. These are all important parts of the business management review process. To ensure accuracy of report data reconciliation should be completed prior to creating BMR charts.

Chapter 8

COORDINATION AUTHORITIES, CYCLES AND WORKFLOWS

8.1. Purpose. Coordination is the process of approving a CCaR record, document, or other item in CCaR. Coordinators are notified by email that an item is awaiting their coordination. Once an item is fully coordinated it is considered approved. Coordination Authorities are roles that define responsibilities required by users. Below is the common Authorities used in CCaR and the general responsibilities when coordinating on a CCaR record for each Authority.

8.1.1. Program Director. The Program Director is the final reviewer and approval authority of requirements and will ensure the follow actions are completed on the CCaR:

Table 8.1. Program Director Responsibilities

The Description, Impact and Basis of Estimate are comprehensive, clear and support the funding requested.
The proper Source(s), Appropriation(s), Fiscal Year(s), BPAC and BAC were selected to fund the CCaR.
The funding requirement follows Fiscal Law with respect to appropriation, time and purpose.
Review attachments to make sure there is comprehensive documentation to support the CCaR and funding documents for audits or inspection reviews.

8.1.2. Program Control Chief (PCC) Responsibilities. The PCC is responsible for establishing and maintaining the CCaR system as an integral part of the organization's business process. This individual is responsible for the following:

Table 8.2. PCC Responsibilities

Ensure appropriate responsibilities to personnel within their organization are assigned
Approve the CCaR Administrator
In conjunction with the Program Director, review and approve all New Start Packages. See AFI 65-601 and AFI 63-101 for policy.

8.1.3. Program Manager. The Program Manager is responsible for ensuring the following actions have been taken on each CCaR:

Table 8.3. Program Manager Responsibilities

Ensure the description accurately and adequately describes the work to be performed.
Ensure the Impact Statement accurately and adequately describe the consequences if the CCaR effort is NOT performed in sufficient language to answer all Congressional Staffer, Higher Headquarters, Program Element Monitors (PEMs) at both HQ AFSPC and HQ USAF, etc. inquiries.
Ensure the work to be performed is not duplicated on existing CCaR efforts within the program.
Ensure the OPR assigned to the CCaR is appropriate and able to perform all tasks required to properly manage the financial, contractual and technical aspects of the effort.
Recommend priority of the requirement.

8.1.4. **Budget Chief.** The Budget Chief is responsible for ensuring that the following actions have been taken of each CCaR:

Table 8.4. Budget Chief Responsibilities

Ensure that all financial requirements are thoroughly documented and accurate
The Description, Impact and Basis of Estimate are comprehensive, clear and support the funding requested.
The proper Source(s), Appropriation(s), Fiscal Year(s), BPAC and BAC were selected to fund the CCaR.
The Obligation and Expenditure Plan (current year by month) submitted by the Project Officer.
Ensure the appropriate Acquisition Reporting categories are selected.

8.1.5. **Budget Lead.** The Budget Lead is responsible for completing the following actions before coordinating on a CCaR:

Table 8.5. Budget Lead Responsibilities

The Description, Impact and Basis of Estimate are comprehensive and clear.

The Funding Estimate covers entire Period of Performance.

The proper Source(s), Appropriation(s), Fiscal Year(s), BPAC and BAC were selected to fund the CCaR.

The Obligation and Expenditure Plan (current year by month) submitted by the Project Officer were reviewed.

Ensure the appropriate Acquisition Reporting categories are selected

8.1.6. **Budget Analyst.** The Budget Analyst is responsible for completing the follow actions before coordinating on a CCaR:

Table 8.6. Budget Analyst Responsibilities

Ensure the Description, Impact and Basis of Estimate are comprehensive, clear and support the funding requested.

Ensure the Funding Estimate covers the entire Period of Performance

Ensure the proper Source(s), Appropriation(s), BPAC(s) and fiscal years were selected. (Ensure the Obligations and Expenditures Plan is updated including out years.

Review the Obligation and Expenditure Plan (current year by month) submitted by the Project Officer.

Ensure the appropriate Acquisition Reporting categories are selected.

8.1.7. **Cost Analyst.** The Cost Analyst is responsible for completing the follow actions before coordinating on a CCaR:

Table 8.7. Cost Analyst Responsibilities

Ensure the Basis of Estimate is sound, reasonable and replicable.

Ensure the estimate spreadsheet (if applicable) was calculated correctly.

Validate the methodology used and enter the confidence in that methodology.

8.1.8. **PCO.** The PCO is responsible for completing the following actions before coordinating on a CCaR:

Table 8.8. PCO Responsibilities

Ensure the Period of Performance allows the necessary time for completion of contractual items.
Ensure the requirement has been properly funded and all appropriate contracting information is included in the CCaR.

8.1.9. **Other.** Additional coordination defined by OPR. Person selected as Other for a CCaR coordination should consult with the OPR to determine their specific required.

8.2. Coordination Cycles. The below CCaR Record Coordination Cycles are the minimum required for an organization. However, organizations may add to below depending on their unique business processes. Funding document coordination cycles are defined in ABSS and questions regarding ABSS should be directed to the ABSS module manager.

8.2.1. **Contract Initial.** Below authorities are the minimum coordination steps that must review new requirements for contracted efforts in organizations in which each authority exists. In organizations in which each authority does not exist an abbreviated cycle that omits that particular coordination step may be used.

Table 8.9. Minimum ‘Contract Initial’ Coordination

OPR or Program Manager
Cost Analyst
Budget Analyst
Budget Lead
Budget Chief
PCC
PCO
Program Director, Deputy or Program Manager

8.2.2. **Non-Contract – Initial.** Coordination steps required for all new non-contract efforts that are procured outside of SMC in organizations in which each authority exists. In organizations in which each authority does not exist an abbreviated cycle that omits that particular coordination step may be used.

Table 8.10. Minimum ‘Non-Contract – Initial’ Coordination

OPR or Program Manager
Cost Analyst
Budget Analyst
Budget Lead
Budget Chief
PCC
Program Director, Deputy or Program Manager

8.2.3. **Updates (Material in Nature).** Coordination steps required for all updates to CCaR records that are material in nature in organizations in which each authority exists. In

organizations in which each authority does not exist an abbreviated cycle that omits that particular coordination step may be used.

Table 8.11. Minimum ‘Updates (Material in Nature)’ Coordination

OPR or Program Manager
Cost Analyst
Budget Analyst
Budget Lead
Budget Chief
PCC
PCO
Program Director, Deputy or Program Manager

8.2.4. **Updates/Administrative Only.** Coordination steps required for all updates to CCaR records that are Administrative only, to include decreasing the Requirement Amount and Requirement Funding Source.

Table 8.12. Minimum ‘Updates/Administrative Only’ Coordination

OPR or Program Manager
Budget Analyst

Chapter 9

OTHER PROCEDURES

9.1. CCaR Resources. Users can obtain help for the CCaR database by viewing the system On-line Help files. Assistance can also be obtained by contacting the organizations CCaR Administrator.

9.2. CCaR Access Requirements. To request a CCaR account the individual must submit a DD Form 2875, and meet with the CCaR Administrator so that specific information can be obtained to enter the individual into the system. The Supervisor and Information Owner are responsible for validating the 2875. For contracts 2875's are valid to contract expiration. For all others the 2875 should be updated as changes occur. The 2875's should be retained indefinitely. The CCaR Administrator is responsible for uploading a copy of the 2875 to each users account.

9.3. CCaR Training Opportunities. The CCaR training listed below is mandatory training. Additional training and other role based courses will be provided on a periodic or as required basis as well. Not completing training will result in account deactivation. The CCaR training schedule can be found at <https://insidesmc.losangeles.af.mil/sites/fm/ct/default.aspx>. For those unable to access the training schedule contact your organizations CCaR Administrator.

9.3.1. **CCaR 101.** Must be accomplished within 60 days of account activation for new users.

9.3.2. **CCaR Project Officer Training.** Must be accomplished within 120 days of account activation for new users that will serve in the Project Officer/OPR roles.

9.3.3. **CCaR Budget Analyst Training.** Must be accomplished within 90 days of account activation for new users that will serve in the Budget Analyst role.

9.3.4. **CCaR Resource Advisor Training.** This class is in lieu of CCaR 101 for Resource Advisors and is an annual requirement. Must be accomplished within 90 days of RA appointment.

9.4. Out Processing from CCaR. When out-processing the CCaR Admin must be notified by email or in person (may be included in the organizations out-processing checklist). Before out-processing OPRs must identify to the CCaR Admin who the new OPR will be. Ownership must be transferred.

9.5. Annual Review. This instruction will be reviewed annually for updates.

SAMUEL A. GREAVES,
Lieutenant General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 106-79 Sec 8096 – Department of Defense Appropriations Act, 2000, 25 Oct 1999

DOD Directive 5000.01 – The Defense Acquisition System, 20 Nov 2007

DOD Instruction 5000.02 – Operation of the Defense Acquisition System, 25 Nov 2013

AFI 63-101/20-101 – Integrated Life Cycle Management, 7 Mar 2013

AFI 65-116 – Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRs), 29 Sep 2008

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AFI 65-601, Volume 2 – Budget Management for Operations, 18 May 2012

SAF-ACX-FMB Memo – Reporting of PMA FY12 Efficiencies, 9 Jan 2012

SAF/AQX Web CCaR Guidebook, 11 Mar 2013

SAF/AQX Investment Master List (IML) User Guide, 23 Jun 2014

AFNWC Instruction 63-113 – Comprehensive Cost and Requirements System, 7 Feb 2013

Web CCaR Should-Cost Guidebook, 19 Jun 2013

Establishment of the Air Force Investment Master List, 10 Jan 2014

Implementation of Should-Cost Management, 28 Oct 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

DD Form 2875, *System Authorization Access Request (SAAR)*, 1 Aug 2009